

- ☐ CERTIFICATE OF APPROPRIATENESS PUBLIC HEARING
- ☐ CERTIFICATE OF APPROPRIATENESS STAFF DECISION
- ☐ CERTIFICATE OF COMPLIANCE (HH-Edo UCOZ)

Historic Zone or Designation:	Type of Request:
<input type="checkbox"/> Historic Old Town	<input type="checkbox"/> Alteration
<input type="checkbox"/> Historic Old Town Buffer Zone	<input type="checkbox"/> New Construction
<input type="checkbox"/> Huning Highland	<input type="checkbox"/> Sign (Please read the note below)*
<input type="checkbox"/> Fourth Ward	<input type="checkbox"/> Relocation
<input type="checkbox"/> Eighth & Forrester	<input type="checkbox"/> Demolition
<input type="checkbox"/> City Landmark	<input type="checkbox"/> National Register Nomination Review
<input type="checkbox"/> HH-Edo UCOZ	<input type="checkbox"/> City Landmark Designation
	<input type="checkbox"/> City Overlay Designation
	<input type="checkbox"/> Other _____

Number and Classification of structures on property:	
# <input type="checkbox"/> Significant Structures	Does this request involve a residential property?
# <input type="checkbox"/> Contributing Structures	<input type="checkbox"/> Yes <input type="checkbox"/> No
# <input type="checkbox"/> Noncontributing Structures	Are tax credits or preservation loan funds applied
# <input type="checkbox"/> Unclassified Structures	for in connection with this proposal?
	<input type="checkbox"/> Yes <input type="checkbox"/> No

Attention applicants:
A conference with the LUCC Planner is advised prior to application. Call the LUCC Administrative Assistant at 924-3883 for an appointment. At the conference, the planner will determine if your project may be approved administratively or if a public hearing before the Commission is required. The planner will also determine what materials are required to complete an application. These requirements will be indicated on the “Project Drawing Checklist” that the planner will complete during your pre-application conference. For public hearings, the applicant will prepare packets containing one each of the items with drawings folded to fit into an 8.5” by 14” pocket.

☐ **LUCC public hearing applications:**

☐ Project drawing checklist completed during a consultation with LUCC planner

☐ All materials indicated on the project drawing checklist. **15 packets for residential projects 18 for nonresidential or multi-use projects.**

☐ Letter detailing the scope of the proposal including:

1. Extent of work to be done

2. Use(s) of existing and/or proposed site(s) and structure(s)

3. Square footage of proposed structure(s)

4. Proposed phasing of improvements and provisions for interim facilities

5. Relevant historic facts

☐ Zone Atlas map with the entire property precisely and clearly outlined and crosshatched

☐ Office of Neighborhood Coordination inquiry response, notifying letter, certified mail receipts

☐ Sign Posting Agreement (provided upon application)

☐ **Administrative (Staff) Approval checklist:**

☐ Project drawing checklist completed during consultation with LUCC planner

☐ All materials indicated on the project drawing checklist and required by the LUCC planner

☐ Letter detailing the scope of the proposal including:

1. Extent of work to be done

2. Use(s) of existing and/or proposed site(s) and structure(s)

3. Square footage of proposed structure(s)

4. Proposed phasing of improvements and provisions for interim facilities

5. Relevant historic facts

☐ Zone Atlas map with the entire property precisely and clearly outlined and crosshatched

☐ Administrative Approval (LUCCS) Sign Posting Agreement

☐ LUCC building permit waiver signed by the applicant (provided upon approval)

***PLEASE NOTE:** Approval of a signs in the overlay zones also require a sign permit from Zoning in addition to LUCC approval.

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in deferral of actions.	_____
	Applicant name (print)

	Applicant signature/date

<input type="checkbox"/> Checklists complete	Application case numbers	Form revised October 2007
<input type="checkbox"/> Fees collected	_____ - _____ - _____	_____
<input type="checkbox"/> Case #s assigned	_____ - _____ - _____	Dev Review Division signature/date
<input type="checkbox"/> Related #s listed	_____ - _____ - _____	PROJECT# _____